

Circular No. GDGB/2026-27/2D

Date: March 20, 2026

**GENERAL GUIDELINES**  
**Session 2026-27**  
**Grade- II & III**

**"Success is not how high you have climbed, but how you make a positive difference to the world." – Roy T. Bennett**

As another fruitful academic year draws to a close, it's time to begin the next one with great spirits and anticipation. We have a few initiatives that need to be accomplished.

- The new session will commence on **April 6, 2026**.
- **Summer timing** of the school is **08:00 a.m. to 02:00 p.m.** Walkers should be picked at **01:50 p.m. from Gate no. 2.**
- The school will be functional for 6 days a week. Second Saturday of every month will be a holiday.
- Please label all the notebooks, books and other belongings of your ward. The complete book set will be submitted in the school on the first day.
- Please fill the first two pages and the last page of the **almanac** with complete information and a photograph.
- Students must wear the school previous class I-card till the new ones are issued. Ensure that your ward should wear the **I-card** regularly.
- Every Wednesday and Saturday of the week, the **House Uniform** (as per the houses are allotted) is expected to be worn.
- Ensure that the child does **not** wear any **jewellery or accessories** to school.
- Make certain that students consistently trim their nails and hair.
- Walkers to please arrive at the school by **08:00a.m.** positively. **School will not accept late arrivals.**
- Children learn the value of Punctuality in school. Students are not allowed to arrive at school after **08:00 a.m. in Summer** and **08:30 am in Winter**, once the school gate closes. Early Dispersal during regular school days is not allowed.
- Parents are asked **not** to approach **early dispersal** in any manner. Applications for early dispersal must only be accepted in an emergency.
- Strive to avoid sending the child to school if you have any plans for the day. Let your child understand the importance of regularity.
- Kindly do not send your ward to the school in case of any illness and may be informed at the school reception/Class teacher.

- On the day the child returns to school, the M.D. or MBBS doctor must provide a medical fitness certificate if the child has a commutable sickness.
- Update at the school reception/Class teacher on priority in case of the change of address and phone number.
- In view of ensuring the safety and security of our children, parents are requested to kindly carry their **Guardian ID card (with red strings)** during dispersal time or whenever they come to pick up their child from school. Looking forward for your support in all the endeavors.
- Kindly send **2 latest passport size photographs on the first day of school.**
- Birthdays are always special. We would want children to feel special. Your child can distribute chocolates of worth not more than **Rs. 10/**. Your ward can wear party dress on his/her birthday (till Class VIII).
- The quarterly fee is payable between **1<sup>st</sup> – 10<sup>th</sup>** of the **first month** of each quarter. A fee of **Rs.10/- per day** will be charged starting on the eleventh day of the first quarter month as a late charge.
- To ensure that the entire payment is received, we ask that you use a debit card or a bank account connected to UPI.
- The school fee counter will **not** take cash payments for fees.
- (April/July/October/January). This fee can be paid through PTC app (Pay Fees Section)/UPI Scan Code/ Net Banking/ Card Swipe/ Cheque in favour of G D Goenka Public School)  
Net Banking Details: HDFC Bank A/C No.: 50200043157801  
HDFC Bank IFSC Code: HDFC0003979.
- Please refrain from paying school fees using a **credit card-linked UPI** or scanner, as banks will charge you extra for such transactions. Consequently, the school is paid less than what was actually charged. Please be aware that these fees will not be covered by the school; any remaining balance will be added to the fee for the following quarter.

**You can contact us using the following details:**

**Reception:** Ph. No. 9306950822, E-Mail ID: [info@gdgoenkabahadurgarh.com](mailto:info@gdgoenkabahadurgarh.com)

**Transport:** Ph. No.: 9306950824, E-Mail ID: [transport.gdgb@gmail.com](mailto:transport.gdgb@gmail.com)

**Accounts:** Ph. No.: 9817705662

**IT Dept.:** Ph. No.: 9817705661

- The bus stop of the ward would not be changed under any circumstances if informed the same day. In case you would want the change of address/ bus stop please inform the Transport Department in writing at least a week prior.

**We anticipate your assistance and collaboration.**

Regards

Team GDGB

**Thrive. For Life.**